

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

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Commissioner

Karen Marciniak, Secretary
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Angelo Pitillo
Commissioner

CITY OF LACKAWANNA

EXAMINATION OPEN TO THE PUBLIC

CODE ENFORCEMENT OFFICER

Exam No 61379

\$10.00 Filing Fee

Open competitive examination, **CODE ENFORCEMENT OFFICER**, CITY OF LACKAWANNA
Salary:\$52,546

Currently there is one vacancy for a Code Enforcement Officer. The eligible list resulting from this examination will be used to fill any future full time or part time vacancies that occur in the title of Code Enforcement Officer.

EXAMINATION DATE

LAST DATE FOR FILING APPLICATION

June 22, 2019

May 15, 2019

RESIDENCY REQUIREMENT: Candidates must have been legal residents of the City of Lackawanna for at least four (4) months immediately preceding the date of the exam and be legal residents of the City of Lackawanna at the time of appointment.

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the City Department of Development and involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or a local fire and/or building code if approved by the State Fire Prevention and Building Code Council. An incumbent also provides outreach to city residents by furnishing advice and guidance about city codes and for the coordination of activities relevant to insuring compliance with the appropriate laws, codes, rules and regulations. A Code Enforcement Officer may supervise a small number of Building Inspectors, Zoning Compliance personnel and/or clerical personnel. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two year college or university with an associate degree in engineering technology, construction technology, or a related field and one year of experience in building construction; or
- (B) Three years of experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Experience as a building or housing code inspector can be substituted for an equivalent amount of the above required experience.

NOTE: Candidates for appointment in this class will be required to complete any mandated training as established by the Department of State.

**COMPLETED APPLICATIONS MUST BE RECEIVED, PAID & FILED ON OR BEFORE
WEDNESDAY MAY 15, 2019 @ CLOSE OF BUSINESS 4:30 PM EST**

EXAMPLES OF WORK (Illustrative Only): Administers and enforces provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures; prepares rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body, to be used for the administration or enforcement of the various codes, laws, etc.; supervises coordinates and participates in the inspection of various stages of construction, and upon completion of construction of buildings and structures; issues, denies or revokes building permits and certificates of occupancy as required; issues written notices to correct unsafe, illegal or dangerous conditions in existing structures; inspects buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code; issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform code; maintains records on transactions and activities including applications received, permits and certificates issued, fees charged and collected, inspection reports and notice and orders issued; investigates violations and complaints dealing with building codes, housing standards, zoning ordinance, fire prevention codes and Multiple Residence Law; reviews plans and specifications submitted in connection with building construction and repair and issues building permits; provides outreach to city residents to inform them of the intensive code enforcement project; establishes rapport with the community to assist with housing issues and informs residents of the city or ordinances related to housing standards; informs city residents of the availability of housing assistance programs; provides information regarding tenant/landlord rights; provides fire safety and prevention information to homeowners and tenants to insure regulations are enforced; advises homeowners and tenants of city ordinances regarding waste collection and inform them of requirements; meets periodically with other department staff to facilitate code compliance within the intensive code project area; coordinates contact with social services agency for assistance in handling problems related to their area of authority/responsibility; meets with local community/neighborhood groups and agencies regarding program goals and activities; inspects for external violations of city's sanitation ordinance; checks boarded-up buildings to ensure they are in compliance with city regulations; re-inspects properties cited for violations to ensure compliance; conducts emergency inspections for heat system breakdowns and water breaks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of building trades; good knowledge of the State Uniform Fire Prevention and Building Code and the local Zoning Code; good knowledge of the principles of fire prevention; ability to write clear and concise reports and to maintain records in an orderly manner; ability to establish and maintain cooperative relationships with other public officials; building contractors and the general public; ability to discuss and relay information on codes and building ordinances to the public; ability to read and interpret plans and specifications.

SUBJECTS OF EXAMINATION: written test designed to test for knowledge and/or abilities in such areas as:

1. Inspection Procedures and Principles.
2. Building Construction and Rehabilitation.
3. Understanding and Interpreting Building Plans and Requirements.
4. Building, Housing and Zoning Laws and Codes.
5. Preparing Written Material.
6. Supervision.

NOTE: SEE EXPANDED SCOPE STATEMENT (ATTACHED)

USE OF CALCULATORS IS RECOMMENDED

NOTICE TO CANDIDATES: Unless otherwise notified, candidates are permitted to bring a quiet hand-held battery or solar powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

Veterans: Disabled and Non-Disabled veterans as defined in Sec. 85, New York State Civil Service Law, will have 10 and 5 points respectively, added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active Duty Members of the Armed Forces:** Beginning 1/1/98 the New York State Constitution allows members of the U.S. Armed Forces who are on active duty the right to request extra War Time Veteran's Credits on civil service examinations. It is your responsibility to request the credits at the time of filing your application.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprinting check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

Saturday Religious Observer: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

Disabled Candidates: If special arrangements are required for testing, indicate this on your application.

How to Apply: Application forms are available at the Lackawanna Civil Service Commission Office, Room 213 City Hall, Lackawanna, NY or online <http://lackawannany.gov/government/civil-service/>. **Completed applications must be received & filed** with the Lackawanna Civil Service Commission Office, 213 City Hall, Lackawanna, NY, 14218 **ON OR BEFORE May 15, 2019 @ 4:30 PM EST.**

Application Fee: NYS has mandated that a fee of \$10 is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send or bring check or money order** made payable to the Lackawanna Civil Service Commission and write the examination number(s) and your social security number on your check or money order. **Do not mail cash.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Applying For Examinations In Multiple Jurisdictions On The Same Date: If you have applied for any other civil service exam with New York State or any other local government jurisdiction, you must make arrangements to take all exams at one test site. If you have applied for both state and local government exams, you must make arrangements to take all your exams at the State exam center by calling 518-457-7022 no later than 2 weeks before the exam date. If you have applied for other local government exams, you must call or write to each civil service agency to make arrangements. You must make your request for arrangements no later than 3 weeks before the exam date. You must notify all local civil service agencies with whom you have filed an application of the test site at which you want to take your exams.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. **Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.**

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Publish: 4/24, 5/1, 5/8

EXPANDED SCOPE STATEMENT

1. Inspection procedures and principles

These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects, including proper adherence to plans and codes, dealing with residents, owners and contractors, and inspection record keeping.

2. Building construction and rehabilitation

These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.

3. Understanding and interpreting building plans and requirements

These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.

4. Building, housing and zoning laws and codes

These questions test for knowledge of, and the ability to apply, provisions of the Building and Residential Codes of New York State (and the portions of other codes applicable to these two codes), and the general concepts of zoning, including related laws and regulations.

5. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

6. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>